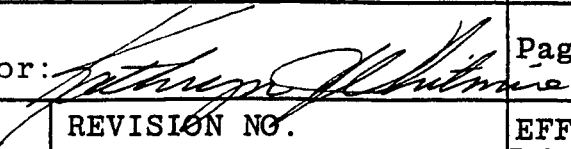


POLICY TITLE: Employment: Records			NUMBER 204.00
APPROVAL: Kathryn J. Whitmire, Mayor: 			Page 1 of 1
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 14, 1985

Policy Statement: It is the policy of the City of Houston to maintain only one official personnel file on each employee and to maintain that file in the custody of the Director of Personnel. Any action of any nature pertaining to any employee shall be forwarded to the Director of Personnel for proper filing.

Policy Basis: Section 12-202 and Section 12-203 of the Code of Ordinances.

Policy Amplification: A department head or designated supervisor of the City may, upon request to the Director of Personnel, review any file of any employee in his/her respective department, but shall not be allowed to review the file of an employee in another department unless that employee is under consideration for a transfer. In any case, employee files shall be reviewed only under the supervision of an employee of the Personnel Department.

The Director of Personnel shall determine what information can be released from any personnel file to persons not employees of the City. City employees shall be allowed to review their own files only under the supervision of an employee of the Personnel Department and should receive a copy of all entries therein as they occur. Any additionally requested copies shall be subject to appropriate copying charges in effect at the time of the request.

Requests for verification of employment on present or former employees shall be directed to the Records Section of the Personnel Department.

The names of special investigators or other such individuals who may be employed by the City and whose effectiveness would be impaired were their identity disclosed shall be considered confidential and not released. Other confidential reports on any applicant, eligible, or employee shall be regarded as confidential data and treated accordingly.

Policy Compliance: All employees through the department/division director shall comply from policy date forward.

Policy Exceptions: Policy violations or exceptions shall be brought to the attention of the Director of Personnel for review and recommended course of action.